SWITS User Manual

Treatment

This document focuses on the elements of client treatment.

Total Pages: 22

Treatment Plan
Treatment Review
Medications

December 2005

Treatment Plan

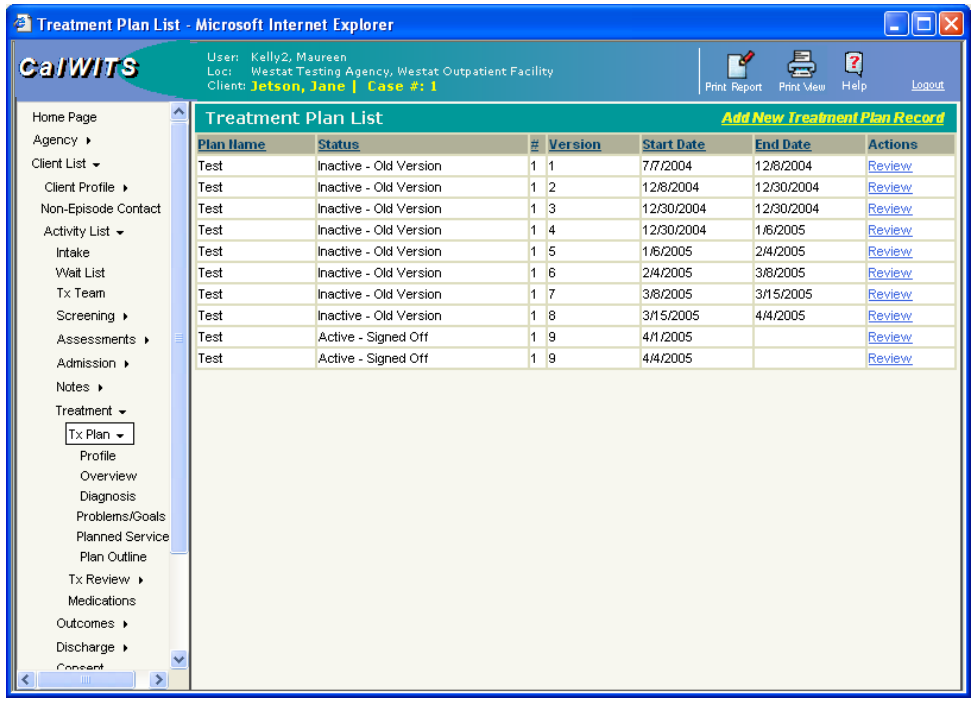
1. **Getting here**: Click on the main menu item **Treatment** which expands to multiple menu items, one of which is **Tx Plan.**

2. **Treatment Plan List**: This screen lists all active treatment plans for the active case. There can be only one active treatment plan at a time.

3. If no treatment plan exists, click on **Add New Treatment Plan Record** to create a new treatment plan. This will take you to the **Treatment Plan Profile Screen**.

4. An existing **Treatment Plan** can be reviewed by clicking the **Review** hyperlink in the **Actions** column of the **Treatment Plan List**.

Note: Once a treatment plan is completed and signed by the treatment team it cannot be changed in its original version. Any modifications can be made by creating a new version of the treatment plan. A new version creates a copy of the original plan only with a new version number. This new version can be modified until it is signed by the treatment team. A Tx Review can also be conducted to review and update the Tx Plan. This also will create a new version of the Tx Plan.


Treatment Plan List - Microsoft Internet Explorer
CalWITS
User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client: Jetson, Jane | Case #: 1
Print Report
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Assessments
Admission
Notes
Treatment
Tx Plan
Profile
Overview
Diagnosis
Problems/Goals
Planned Service
Plan Outline
Tx Review
Medications
Outcomes
Discharge
Treatment Plan List
Add New Treatment Plan Record
Plan Name | Status | # | Version | Start Date | End Date | Actions
Test | Inactive - Old Version | 1 | 1 | 7/7/2004 | 12/8/2004 | Review
Test | Inactive - Old Version | 1 | 2 | 12/8/2004 | 12/30/2004 | Review
Test | Inactive - Old Version | 1 | 3 | 12/30/2004 | 12/30/2004 | Review
Test | Inactive - Old Version | 1 | 4 | 12/30/2004 | 1/6/2005 | Review
Test | Inactive - Old Version | 1 | 5 | 1/6/2005 | 2/4/2005 | Review
Test | Inactive - Old Version | 1 | 6 | 2/4/2005 | 3/8/2005 | Review
Test | Inactive - Old Version | 1 | 7 | 3/8/2005 | 3/15/2005 | Review
Test | Inactive - Old Version | 1 | 8 | 3/15/2005 | 4/4/2005 | Review
Test | Active - Signed Off | 1 | 9 | 4/1/2005 | | Review
Test | Active - Signed Off | 1 | 9 | 4/4/2005 | | Review

Treatment Plan - Profile

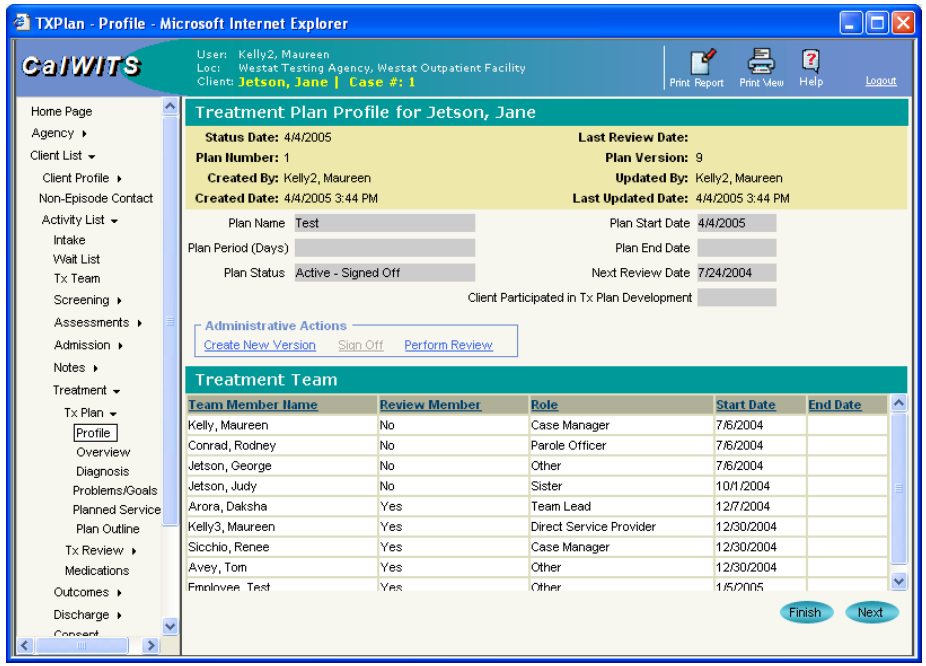
5. **Treatment Plan Profile**: This screen provides the basic information about the plan. The shaded area is read only information which is either carried forward from earlier modules or is created by the system.

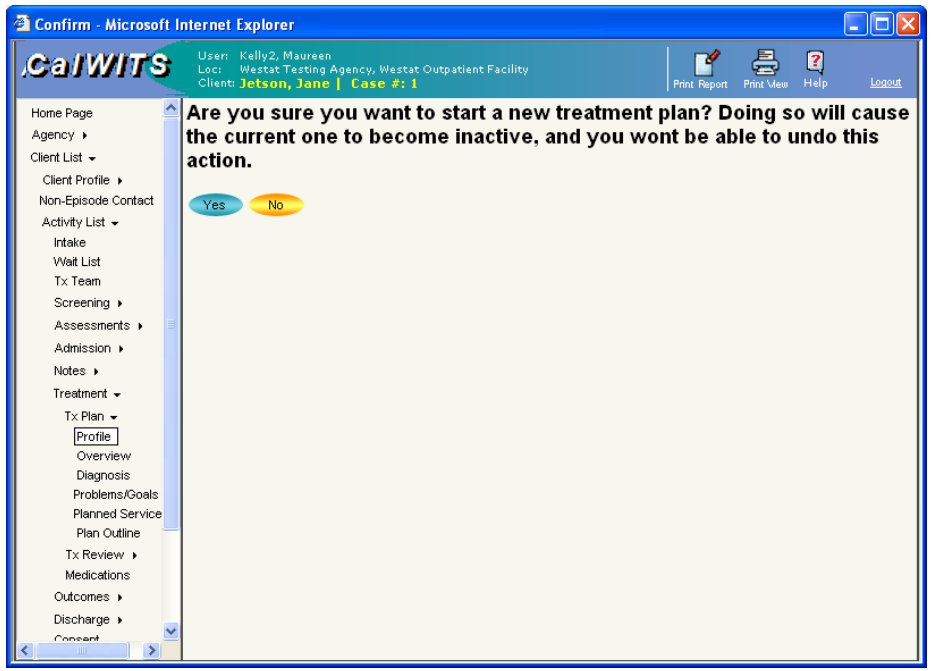
6. **Plan name:** This is the name by which a plan is commonly known within an agency. Examples include Individual Program Plan (IPP), Individual Education Plan (IEP), etc.

7. **Plan Status:** When the status of the plan is Active – Signed Off or Inactive, it will not allow any updates. Updates can be made only to plans that are in 'Active – Not Signed Off' status.

8. **Create New Version** link allows you to create a new version which is a copy of the current plan so that you can modify it. Please use this only when you have a current active signed off plan or an inactive plan and need to make modifications to it.

9. If you click on the **Create New Version** link, it will bring up a confirmation screen asking you if you really want to create a new treatment plan. Click **Yes** if you want to make the current plan inactive and create a new version.





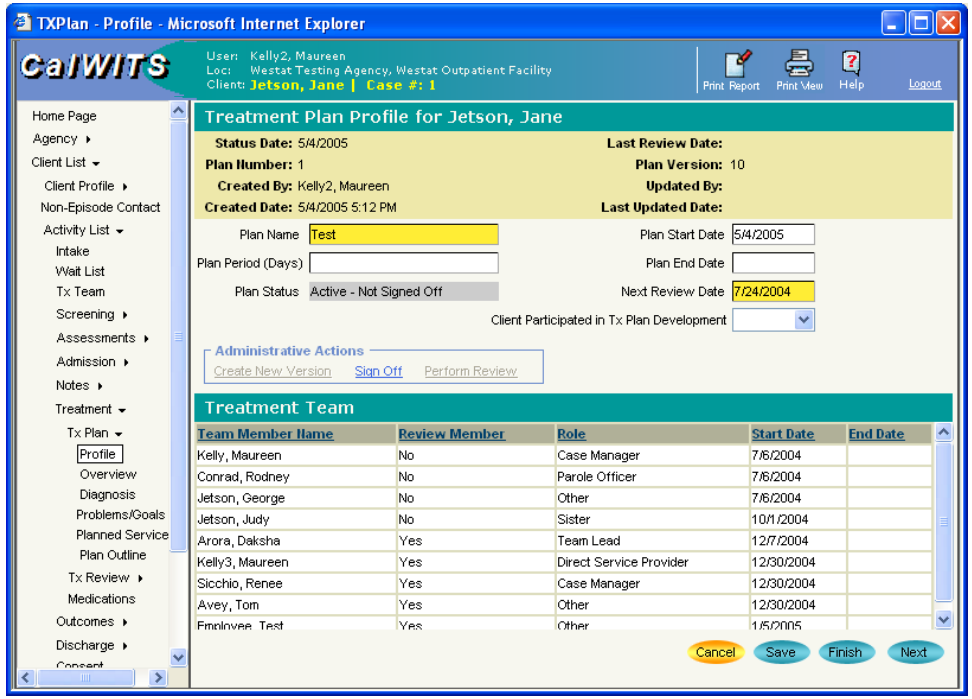
Treatment Plan - Treatment Plan Profile

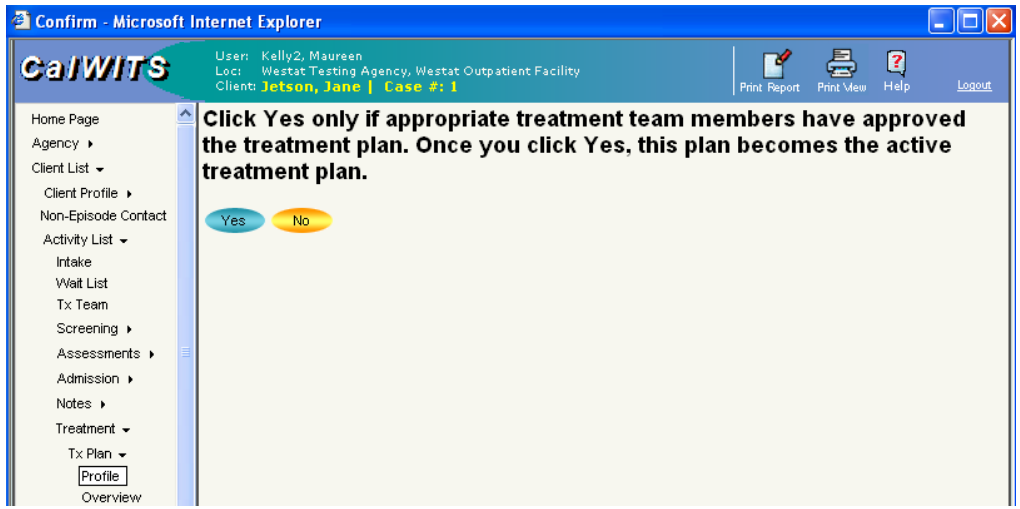
10. **Sign Off** link: When you click on this link it changes the status of the plan from '**Active Not Singed Off**' to '**Active Signed Off'** and you can no longer make any modifications to the plan.

11. A confirmation screen comes up asking if you really want to sign off on the plan. It also reminds you that you should get signatures of the treatment team members on the paper version of the plan.

12. Click **Yes** and it will bring you back to the plan with the status changed to '**Active Signed Off'.**

13. The **Treatment Team** section comes pre-populated from the previous screen.



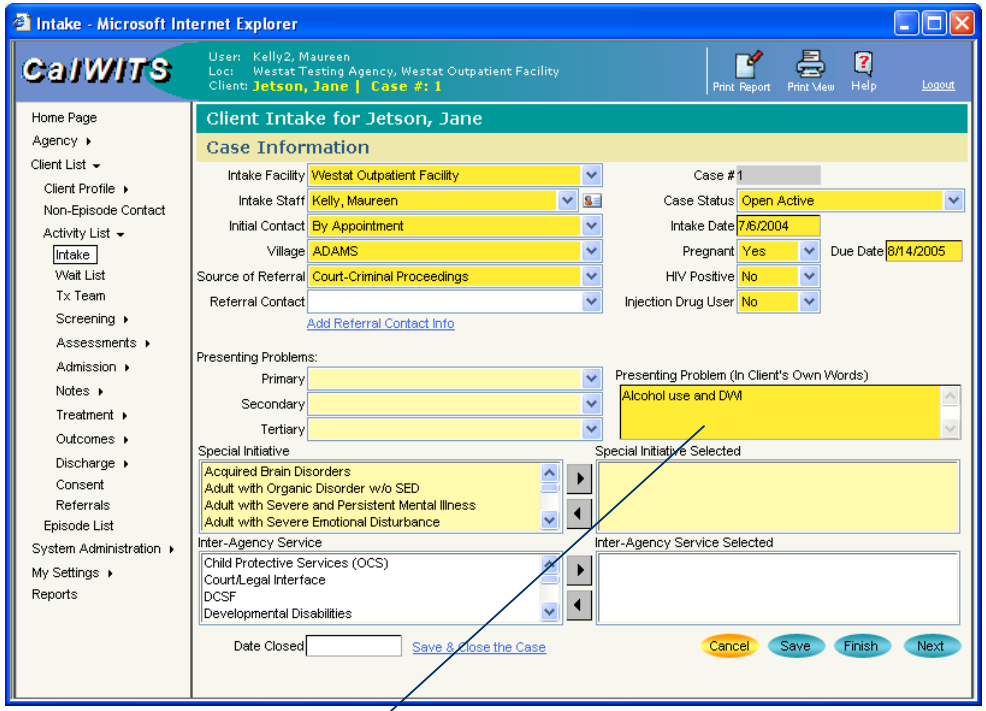


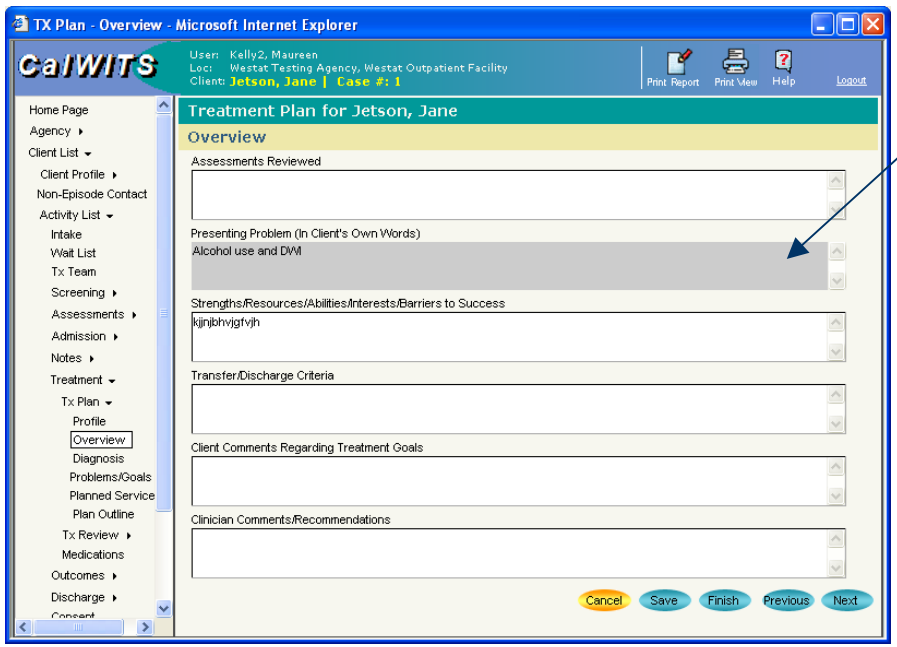
Treatment Plan - Overview

14. This screen allows you to document additional background information.

15. **Presenting Problems**: This is pre-populated based on **Presenting Problems** documented at **Intake**.

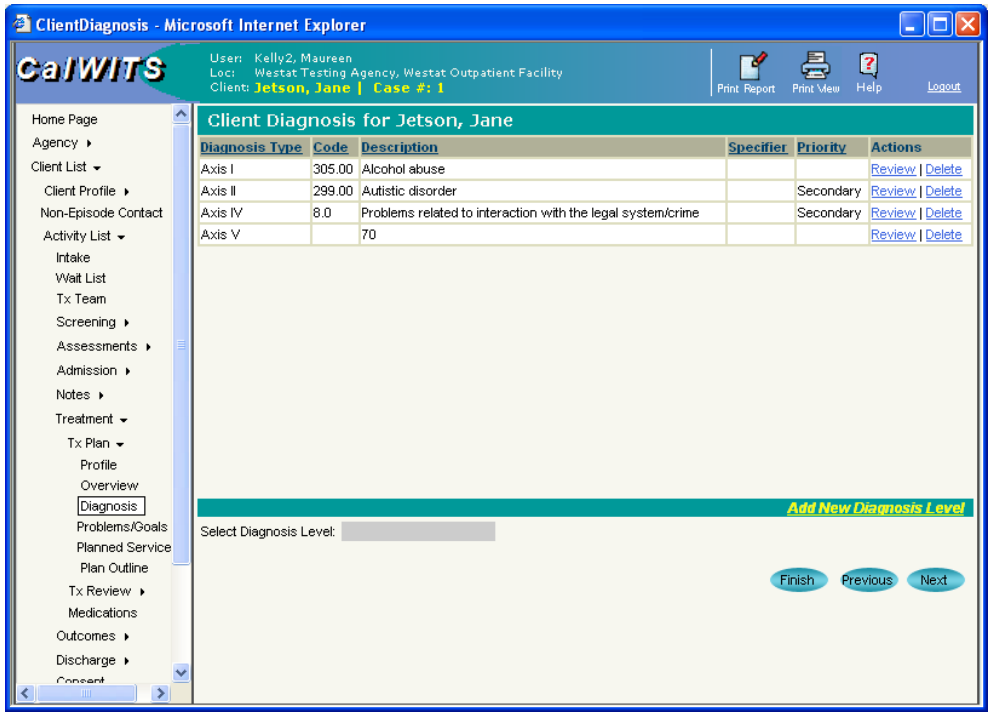
16. All the other fields are free text boxes which allow you to type unlimited information.





Treatment Plan - Diagnoses

17. This screen displays the diagnoses that were documented in the **Admission** module.



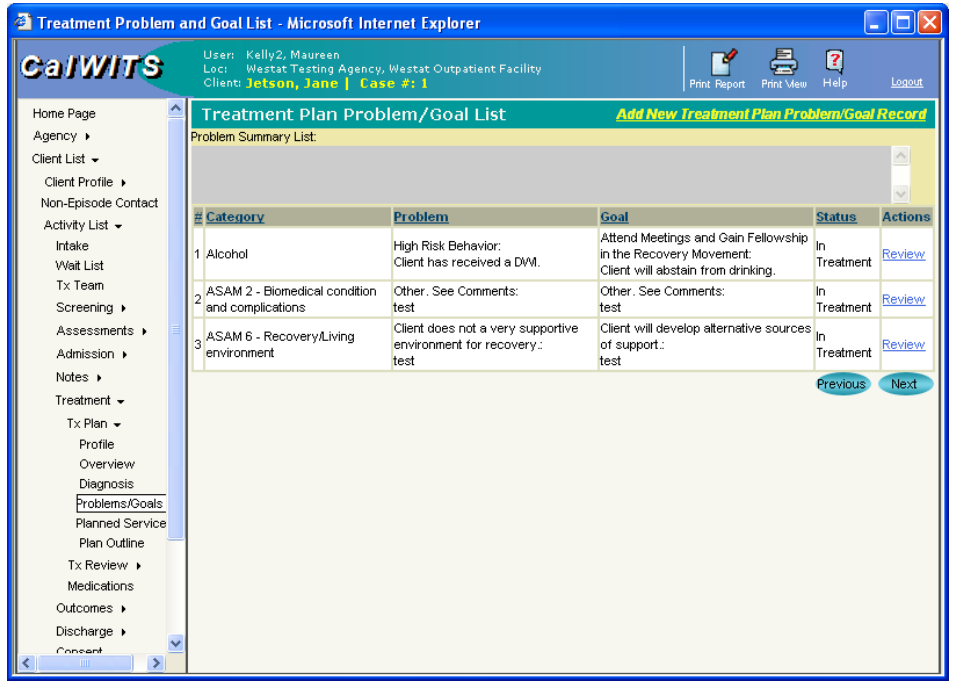
Treatment Plan – Problem/Goal List

18. This is the first screen in a series of screens to document problems, goals, and objectives.

19. Click on **Add New Treatment Plan Problem / Goal Record** to add a new problem and goal.

20. All the problems and goals written in the treatment plan are listed here.

21. Click on Review if you want to review the details or revise the problems or goals.



Treatment Plan – Problem / Goal Profile

22. The **Problem #** is created by the system.

23. The **Problem Date** is the date the problem is written. This defaults to the current date however can be changed if needed.

24. **Program Name**: Select the program under which the specific goal is being written. This list will consist of all the programs that are setup under your facility.

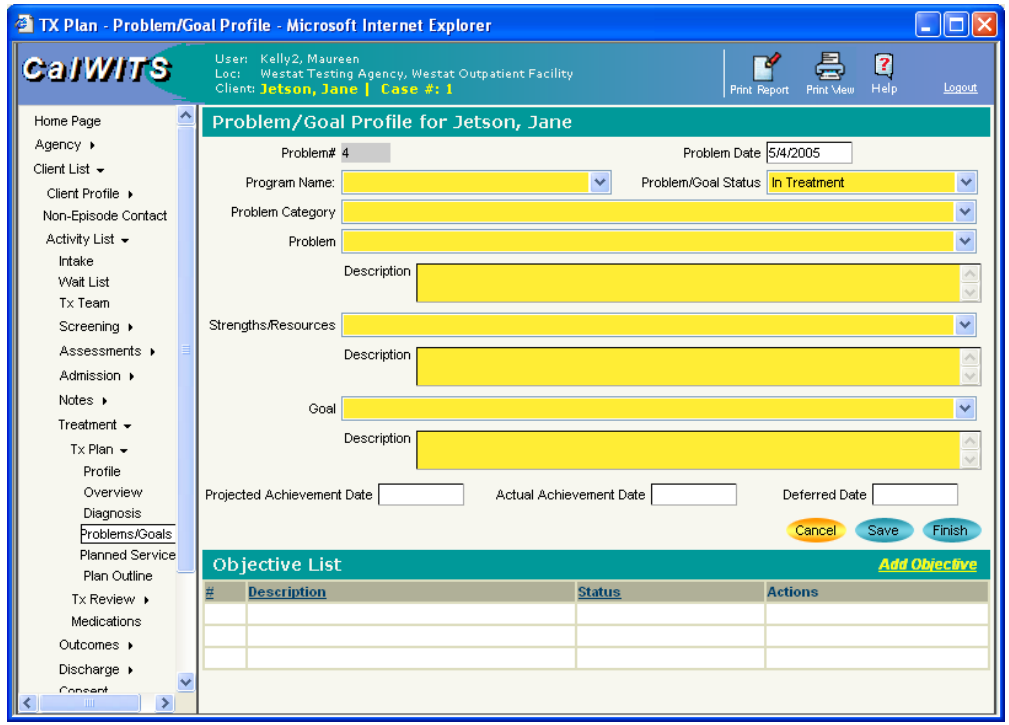
25. **Problem Category**: Once you select a problem category, the relevant problem, strength/resources, goals, and objectives, will become available in the drop-down boxes.

26. **Note**: You need to select items from the drop-down boxes for problem, strength/resources, goals, and objectives. In addition, you can write client unique statements in the **Description** box attached to each of these fields.

27. **Note**: You can add only one goal under one problem. To write additional goals, you would need to click on **Add New Treatment Plan Problem / Goal Record** on the previous screen.

28. Click on **Save** to save the data entered so far.

29. Click **Add Objectives** to document objectives under this problem/goal. It will take you to the next screen.



Treatment Plan – Objectives

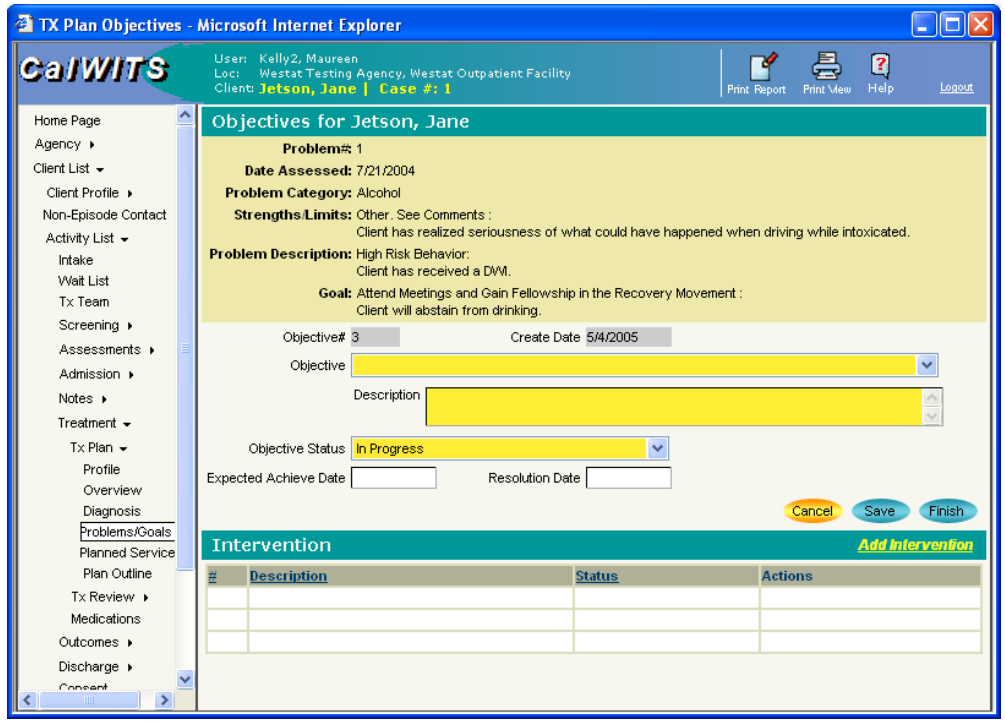
30. The top part of this screen is shaded and read-only. It consists of information that was entered in the earlier parts of the treatment plan.

31. **Objective #** is created by the system.

32. Select the appropriate option from the drop-down for **Objective** and add other details in the **Description** box.

33. **Objective Status, Expected Achieve Date,** and **Resolution Date** provide information on the status of the objectives.

34. Click on **Save** to save the data entered so far. Clicking on **Finish** will take you to the previous screen where you can click on **Add Objectives** to document more objectives for the same goal.



Treatment Plan – Interventions

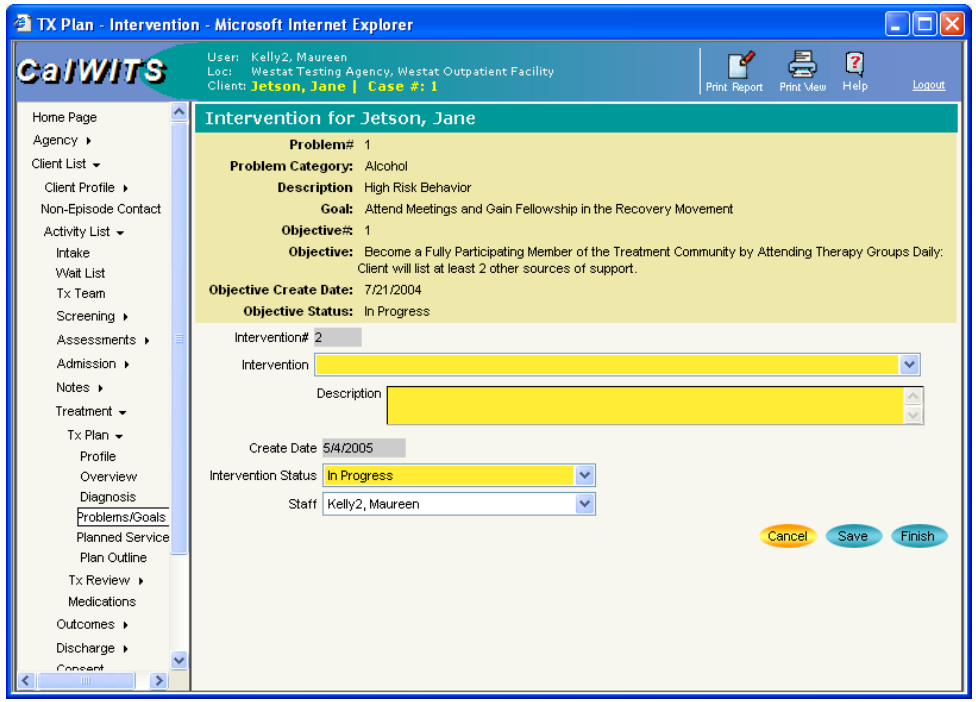
35. The top part of this screen is shaded and read-only. It consists of information that was entered in the earlier parts of the treatment plan.

36. **Intervention** # is created by the system.

37. Select the appropriate option from the drop-down for **Intervention** and add other details in the **Description** box.

38. **Intervention Status** provides information on the status of the objectives.

39. Click on **Save** to save the data entered so far. Clicking on **Finish** will take you to the previous screen where you can click on **Add Interventions** to document more interventions for the same objective.



Treatment Plan – Planned Services

40. Planned services are specific services that are planned for the client. Examples would be individual counseling sessions, group therapy, etc.

41. Each planned service needs to be documented individually.

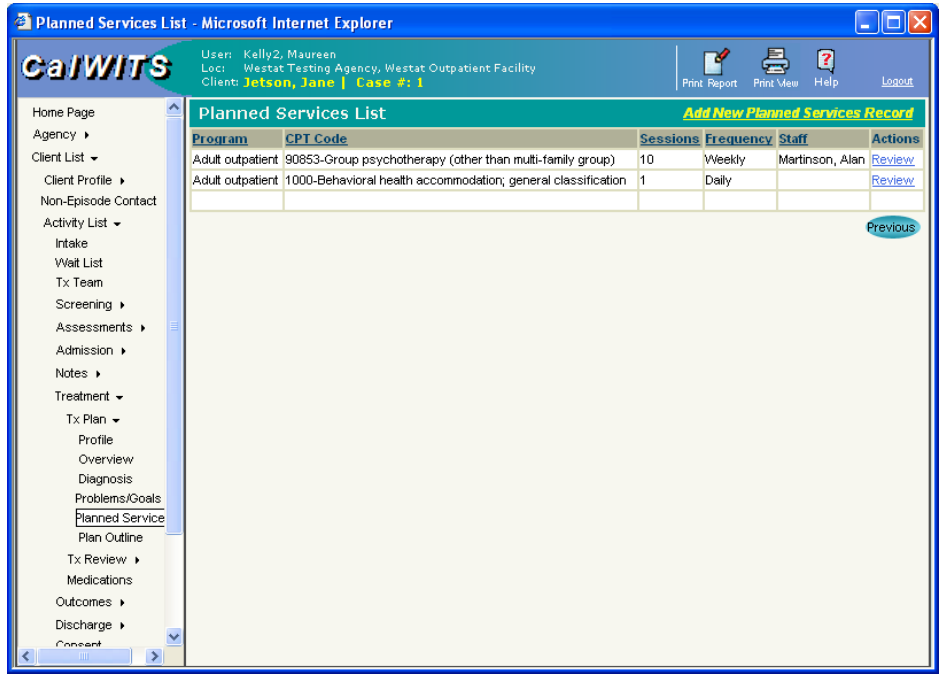
42. To document a planned service, click on **Add New Planned Services Record** which will take you to the next screen.

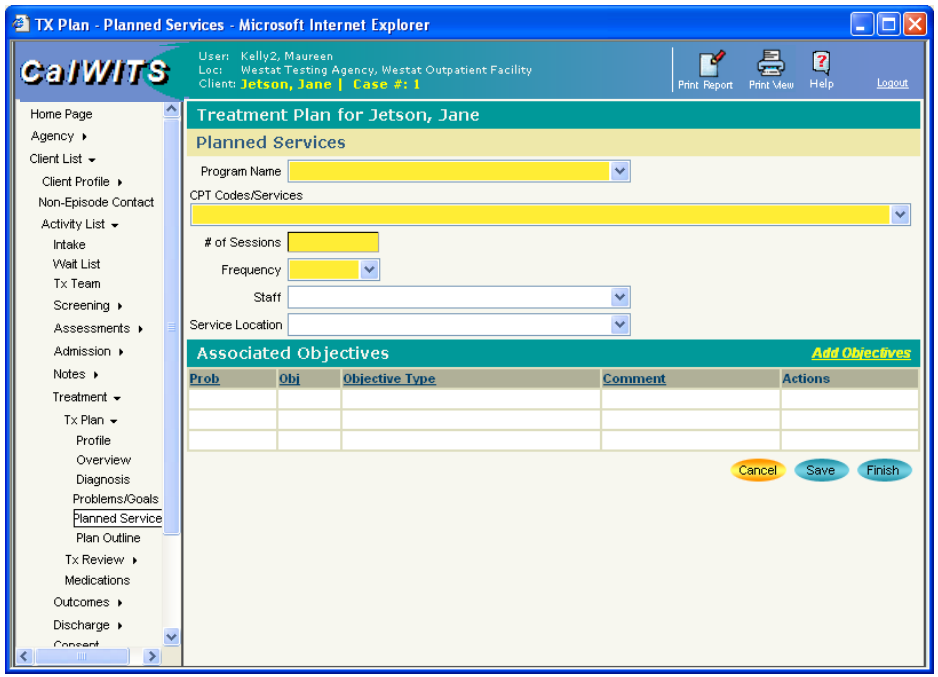
43. Select the appropriate options from the various drop-down boxes.

44. Type in the number of sessions planned. This goes hand in hand with the frequency. For example, 1 in the **# of Sessions** box and weekly in **Frequency** means the client will receive the planned service once a week.

45. **Objectives** from the treatment plan may be associated with the planned service to indicate what objectives will be addressed by this particular service. All the objectives written in the treatment plan will be listed here. To select the relevant objectives, highlight them by clicking on them in the left box and then click on the right pointing arrow in the middle. The selected objectives will move to the right box.

46. Clicking on **Save** will not only save the data but also list this planned service on the previous screen for planned services list. You can add as many services as needed.



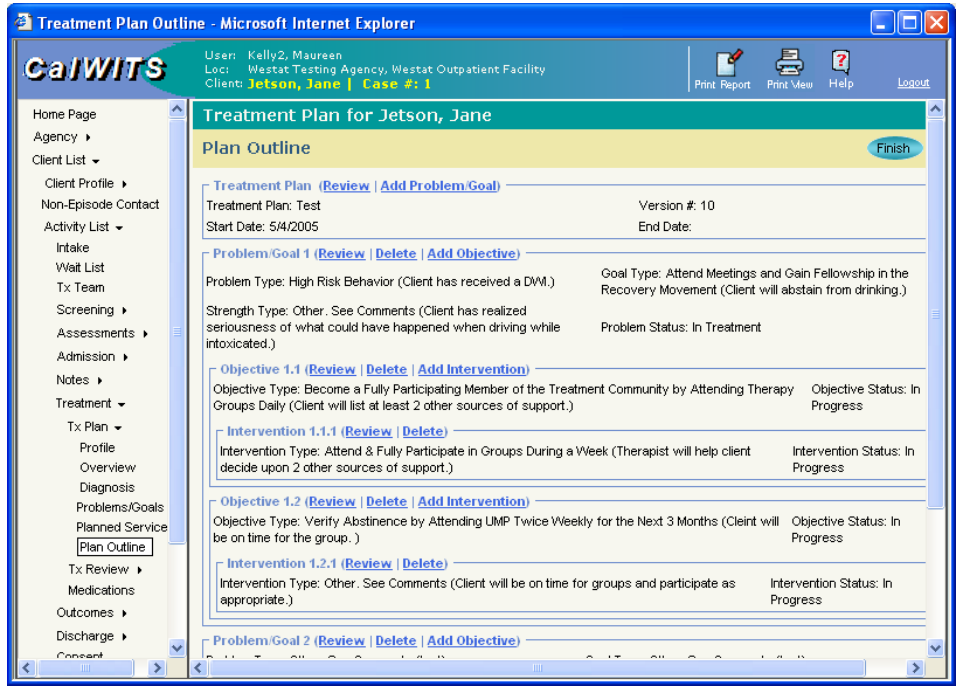


Treatment Plan – Plan Outline

47. This screen provides an outline view of the Tx Plan. You can make changes to the various items of the treatment plan by clicking on the hyperlinks next to the item.

48. For example to add an objective click the **Add Objective** hyperlink next to the appropriate **Problem/Goal**. This will take you to the Objective screen in the Tx plan. Once you have added the objective information click **Finish** and you will be returned to the **Plan Outline** screen. The new objective will appear on the outline screen as well as in the TX Plan Problem/Goal screen.

49. Click on **Finish** when you are done reviewing or adding to the Tx Plan using the outline screen**.**


Treatment Plan Outline - Microsoft Internet Explorer
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Overview
Diagnosis
Problems/Goals
Planned Service
Plan Outline
Tx Review
Medications
Outcomes
Discharge
Consent
Treatment Plan for Jetson, Jane
Plan Outline
Finish
Treatment Plan (Review | Add Problem/Goal)
Treatment Plan: Test
Version #: 10
Start Date: 5/4/2005
End Date:
Problem/Goal 1 (Review | Delete | Add Objective)
Problem Type: High Risk Behavior (Client has received a DWI.)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (Client will abstain from drinking.)
Strength Type: Other. See Comments (Client has realized seriousness of what could have happened when driving while intoxicated.)
Problem Status: In Treatment
Objective 1.1 (Review | Delete | Add Intervention)
Objective Type: Become a Fully Participating Member of the Treatment Community by Attending Therapy Groups Daily (Client will list at least 2 other sources of support.)
Objective Status: In Progress
Intervention 1.1.1 (Review | Delete)
Intervention Type: Attend & Fully Participate in Groups During a Week (Therapist will help client decide upon 2 other sources of support.)
Intervention Status: In Progress
Objective 1.2 (Review | Delete | Add Intervention)
Objective Type: Verify Abstinence by Attending UMP Twice Weekly for the Next 3 Months (Cleint will be on time for the group.)
Objective Status: In Progress
Intervention 1.2.1 (Review | Delete)
Intervention Type: Other. See Comments (Client will be on time for groups and participate as appropriate.)
Intervention Status: In Progress
Problem/Goal 2 (Review | Delete | Add Objective)

Treatment Review

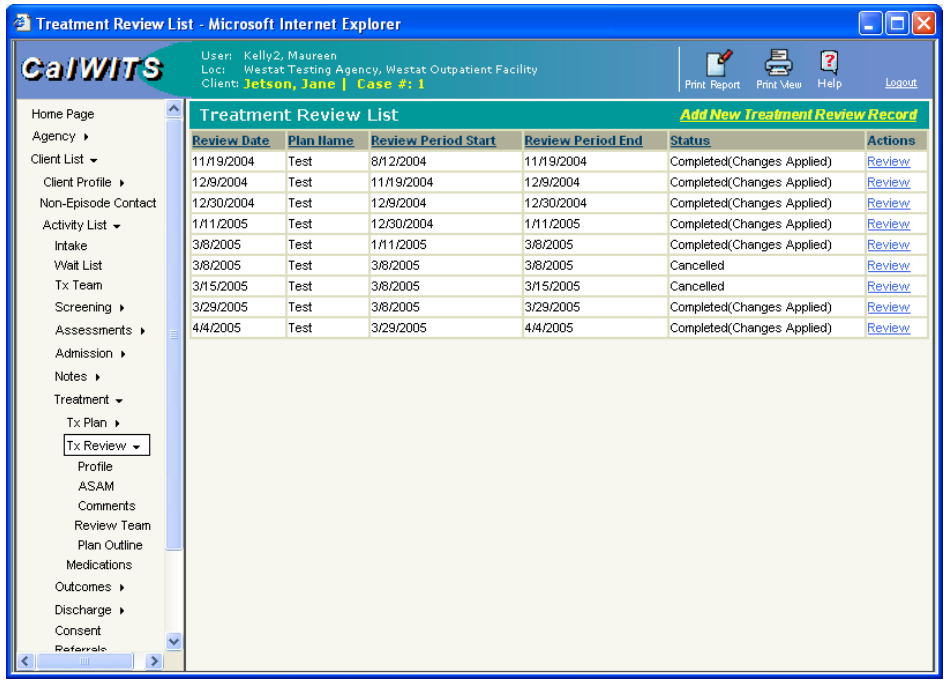
50. **Getting here**: Click on the main menu item **Treatment** which expands to multiple menu items, one of which is **Tx Review**

51. **Treatment Review List**: This screen lists all treatment reviews for the active case.

52. To enter a new review click on **Add New Treatment Review Record.**

53. Any previously entered **Treatment Reviews** can be reviewed by clicking the **Review** hyperlink in the **Actions** column of the **Treatment Review List**.

54. You can also start a new **Treatment Review** by clicking the **Perform Review** hyperlink on the **Treatment Plan Profile** screen of a active and signed off treatment plan.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ASAM
Comments
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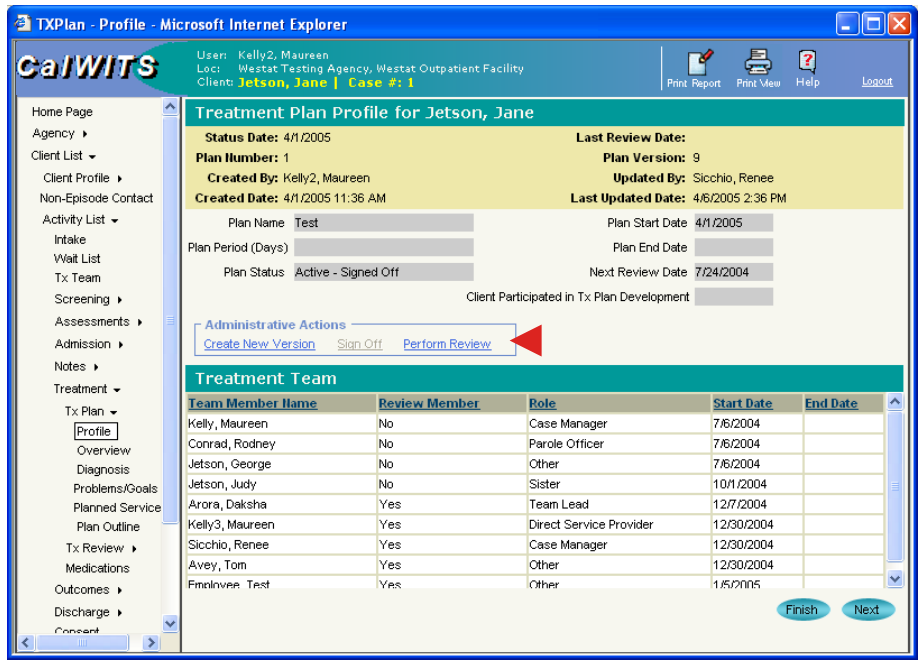
Plan Outline
Medications
Outcomes
Discharge
Consent
Treatment Review List
Add New Treatment Review Record
Review Date | Plan Name | Review Period Start | Review Period End | Status | Actions
11/19/2004 | Test | 8/12/2004 | 11/19/2004 | Completed(Changes Applied) | Review
12/9/2004 | Test | 11/19/2004 | 12/9/2004 | Completed(Changes Applied) | Review
12/30/2004 | Test | 12/9/2004 | 12/30/2004 | Completed(Changes Applied) | Review
1/11/2005 | Test | 12/30/2004 | 1/11/2005 | Completed(Changes Applied) | Review
3/8/2005 | Test | 1/11/2005 | 3/8/2005 | Completed(Changes Applied) | Review
3/8/2005 | Test | 3/8/2005 | 3/8/2005 | Cancelled | Review
3/15/2005 | Test | 3/8/2005 | 3/15/2005 | Cancelled | Review
3/29/2005 | Test | 3/8/2005 | 3/29/2005 | Completed(Changes Applied) | Review
4/4/2005 | Test | 3/29/2005 | 4/4/2005 | Completed(Changes Applied) | Review



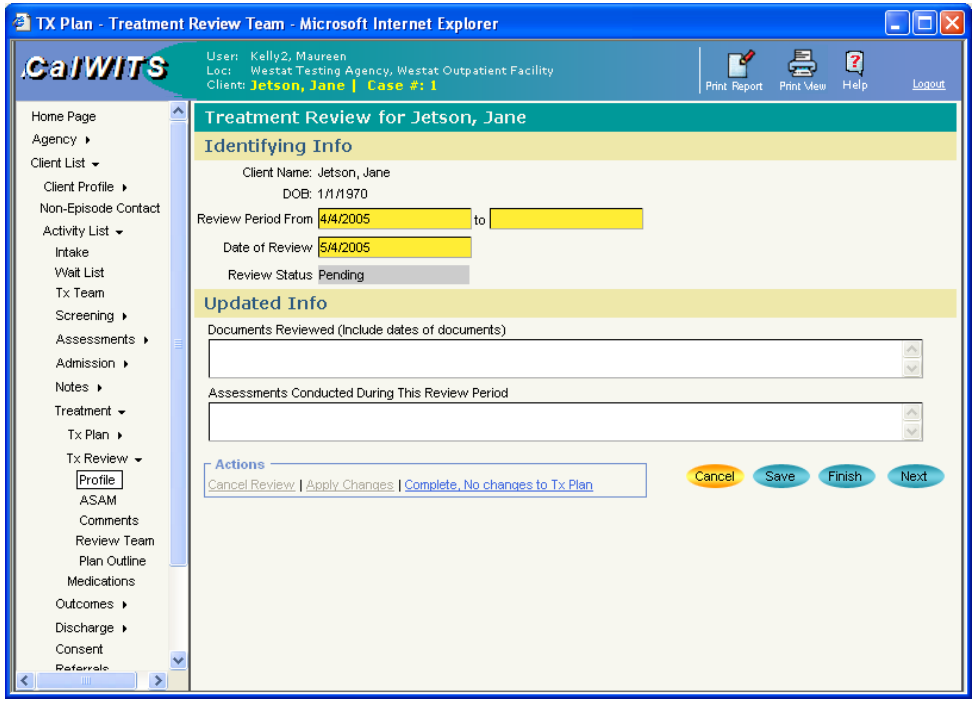
Treatment Review

55. **Identifying Info:** Enter the **Review Period** dates in the appropriate fields. If this is not the first review for this client the **from date** will populate from the **to date** of the last review. The **Date of Review** will populate with the current date. This can be changed as needed.

56. **Updated Info:** Enter the names of any documents that were reviewed as part of this review.

57. **Assessments Conducted During This Review Period:** Enter the names of any assessments given during the review period.

58. Click **Next.**



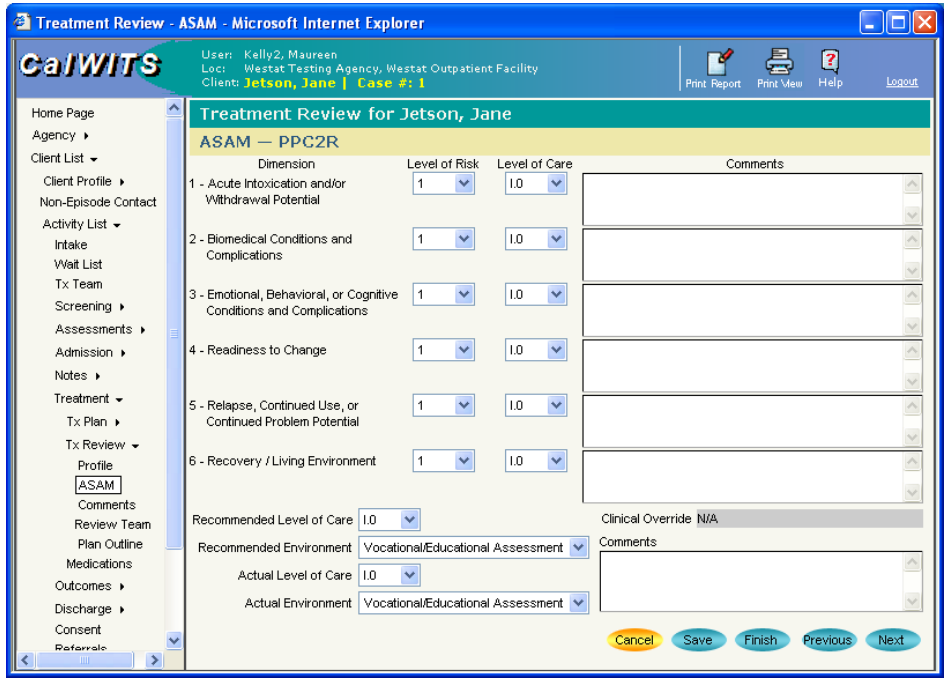
Treatment Review

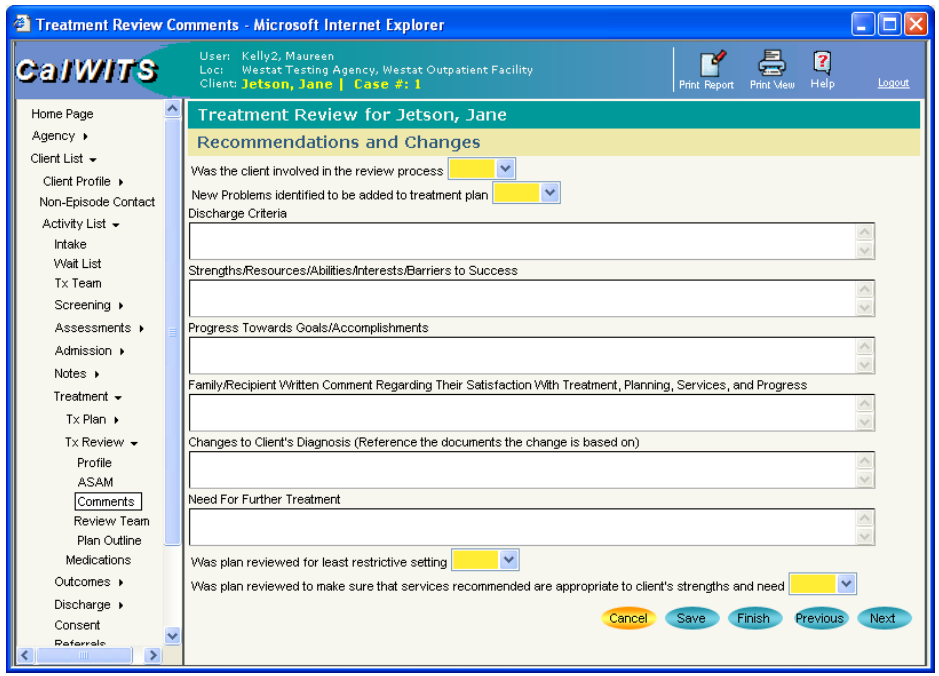
59. **ASAM**: This screen will populate with information from the latest **ASAM** for the client. This will either be **Admission** or a previous **Treatment Review**. This information can be updated as needed.

60. Click **Next**.

61. **Recommendations and Changes:** Select the response from the drop down for the questions highlighted in yellow. Enter text in the text boxes for the other items. Any information entered on the previous Treatment Plan for **Strengths/Resources** will be pulled forward by the system to this screen. It can be changed as needed.

62. Click **Next**.





Treatment Review

63. **Available Treatment Team Members**: This list will display all members of a client's treatment team that are indicated as review members.

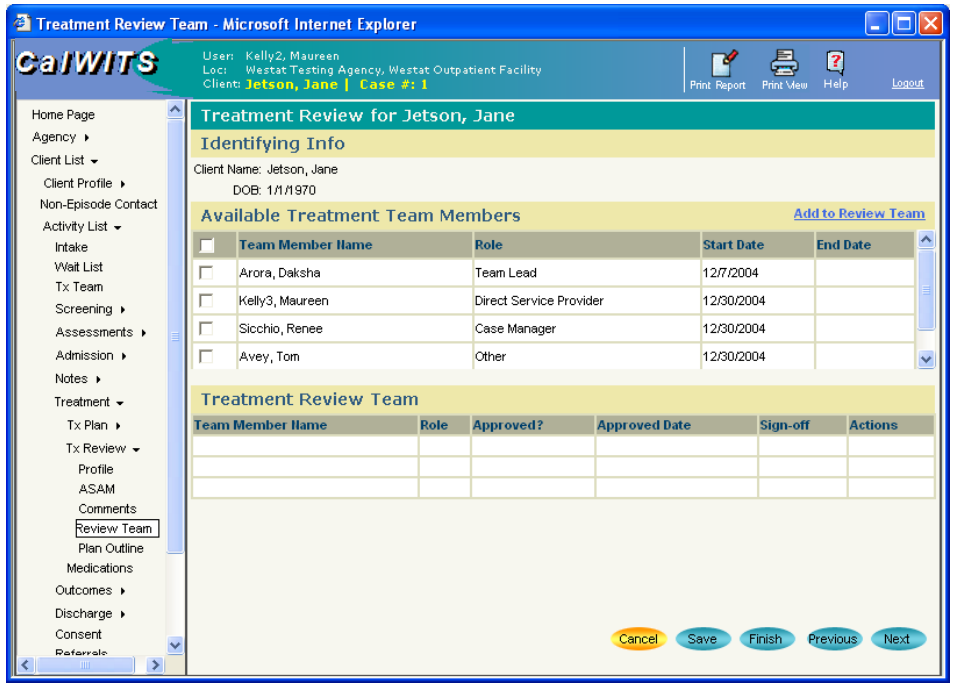
64. To add a member of the team to this **Treatment Review Team** check the box next to the team member's name and click the **Add to Review Team** hyperlink.

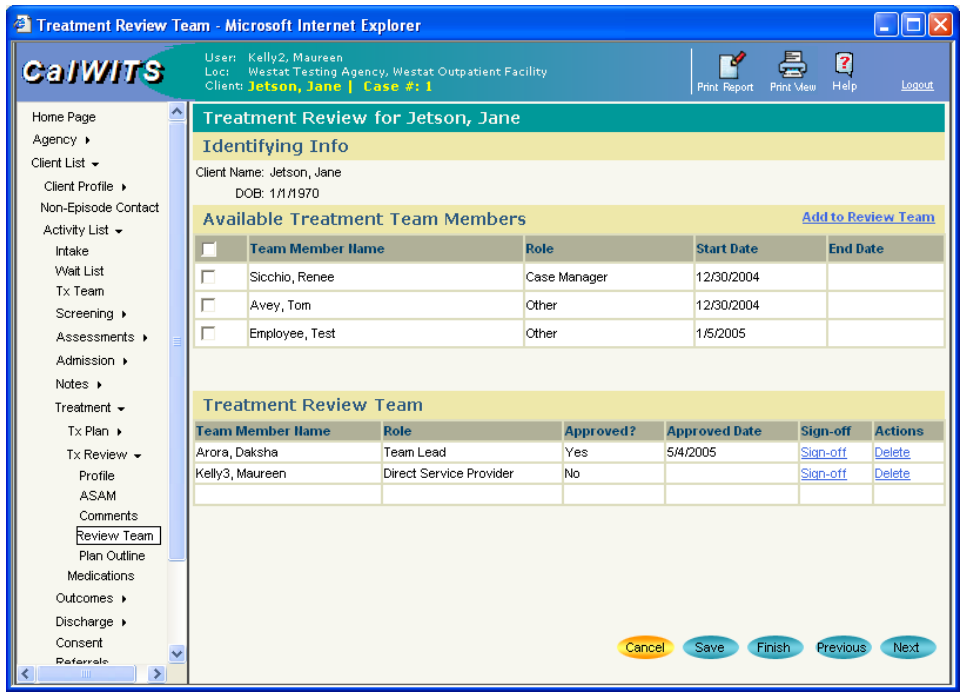
65. The selected team members will appear in the **Treatment Review Team** list at the bottom of the screen.

66. To remove a **Team Member** click the **Delete** hyperlink under **Actions**. This will not remove the team member from the Treatment Team only from this Review Team.

67. To indicate that the team member has signed off on the current treatment review click the **Sign-off** hyperlink under **Sign-off**.

68. Click **Save** to save this information and then click **Next**.



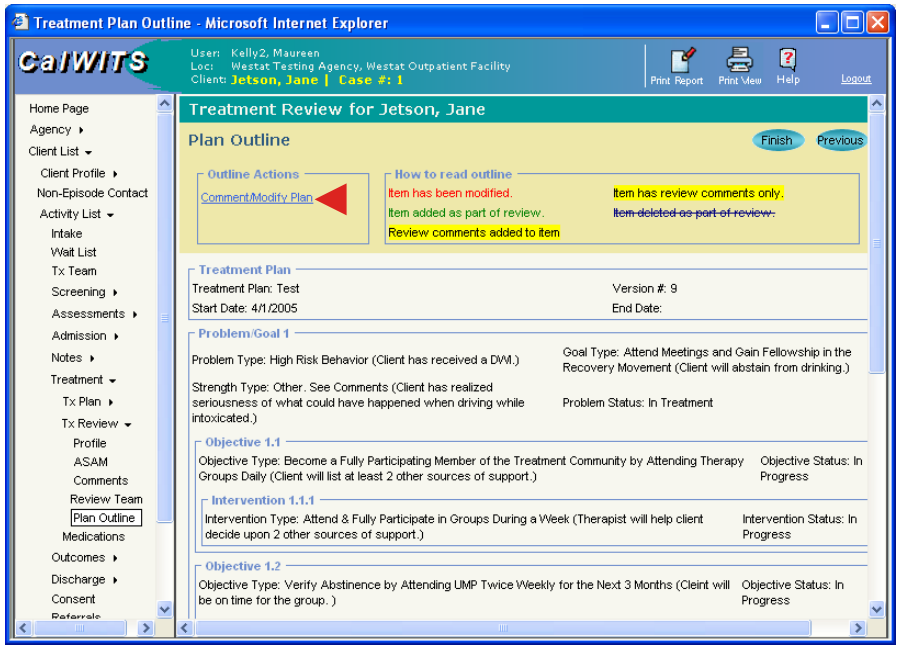


Treatment Review – Plan Outline

69. This screen shows the active signed off Treatment Plan in an outline format and allows changes to be made.

70. To make modifications to the Treatment Plan click the **Comment/Modify Plan** hyperlink under **Outline Actions**.

71. You will receive a message asking if you are sure you want to modify the Treatment Plan. If you want to make any comments or changes click **Yes**. If not, click **No**. Both will return you to the Outline screen. If you clicked **yes** you will see hyperlinks next to each item allowing you to add **comments**, **modify** the item, **delete** or **add** items to the treatment plan. If you clicked no the screen will remain the same.


Treatment Plan Outline - Microsoft Internet Explorer
CalWITS
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Loc: Westat Testing Agency, Westat Outpatient Facility
Client: Jetson, Jane | Case #: 1
Print Report
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Plan Outline
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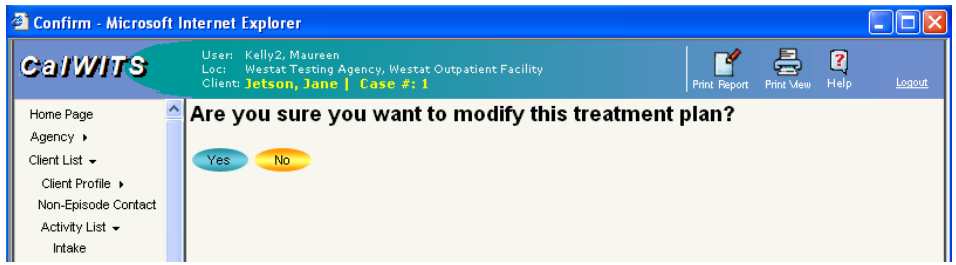
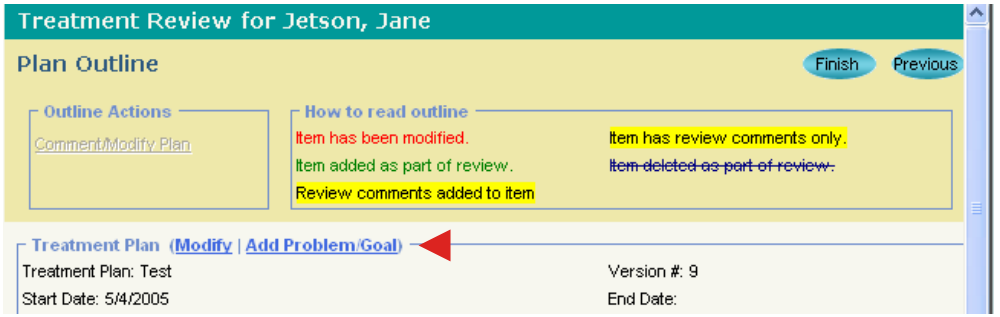
Consent
Treatment Review for Jetson, Jane
Plan Outline
Finish
Previous
Outline Actions
Comment/Modify Plan
How to read outline
Item has been modified.
Item has review comments only.
Item added as part of review.
Item deleted as part of review.
Review comments added to item
Treatment Plan
Treatment Plan: Test
Version #: 9
Start Date: 4/1/2005
End Date:
Problem/Goal 1
Problem Type: High Risk Behavior (Client has received a DWI.)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (Client will abstain from drinking.)
Strength Type: Other. See Comments (Client has realized seriousness of what could have happened when driving while intoxicated.)
Problem Status: In Treatment
Objective 1.1
Objective Type: Become a Fully Participating Member of the Treatment Community by Attending Therapy Groups Daily (Client will list at least 2 other sources of support.)
Objective Status: In Progress
Intervention 1.1.1
Intervention Type: Attend & Fully Participate in Groups During a Week (Therapist will help client decide upon 2 other sources of support.)
Intervention Status: In Progress
Objective 1.2
Objective Type: Verify Abstinence by Attending UMP Twice Weekly for the Next 3 Months (Cleint will be on time for the group.)
Objective Status: In Progress

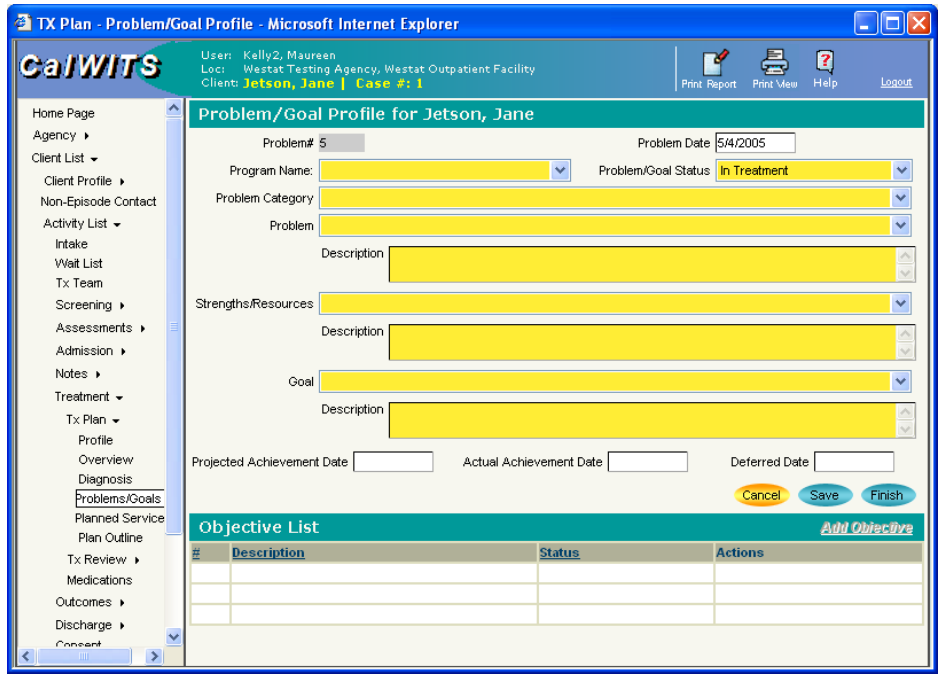


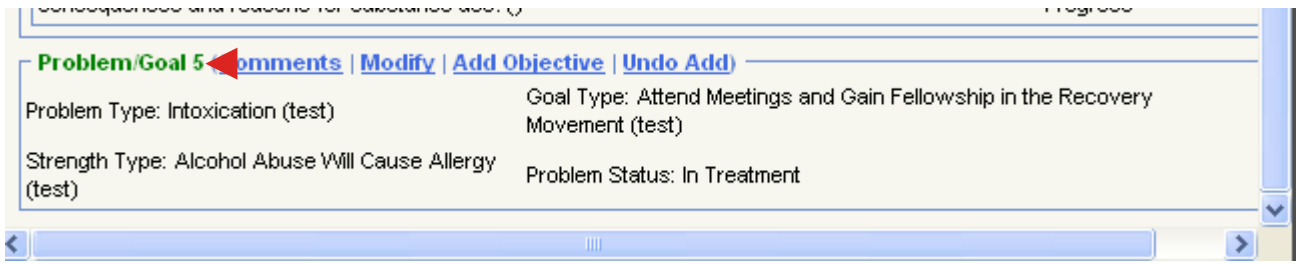
Treatment Plan (Modify | Add Problem/Goal)
Treatment Plan: Test
Version #: 9
Start Date: 5/4/2005
End Date:
Problem/Goal 1 (Comments | Modify | Delete | Add Objective)
Problem Type: High Risk Behavior (Client has received a DWI.)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (Client will abstain from drinking.)
Strength Type: Other. See Comments (Client has realized seriousness of what could have happened when driving while intoxicated.)
Problem Status: In Treatment
Objective 1.1 (Comments | Modify | Delete | Add Intervention)
Objective Type: Become a Fully Participating Member of the Treatment Community by Attending Therapy Groups Daily (Client will list at least 2 other sources of support.)
Objective Status: In Progress
Intervention 1.1.1 (Comments | Modify | Delete)
Intervention Type: Attend & Fully Participate in Groups During a Week (Therapist will help client decide upon 2 other sources of support.)
Intervention Status: In Progress

Treatment Review – Plan Outline

72. To add a **Problem, Goal, Objective, or Intervention** to the Treatment Plan click the **Add Problem/Goal**, **Add Objective**, or **Add Intervention** hyperlink. This will take you to the appropriate screen of the **Treatment Plan**. Enter the appropriate information and click **Finish**. This will take you back to the **Outline** screen and you will see the **problem**, **goal**, **objective,** or **intervention** you added highlighted in green text.



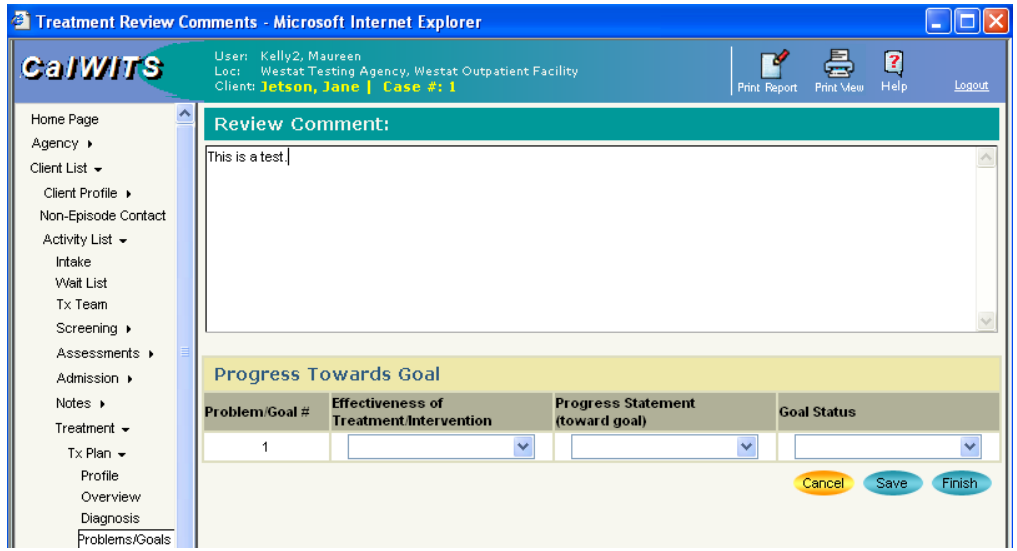


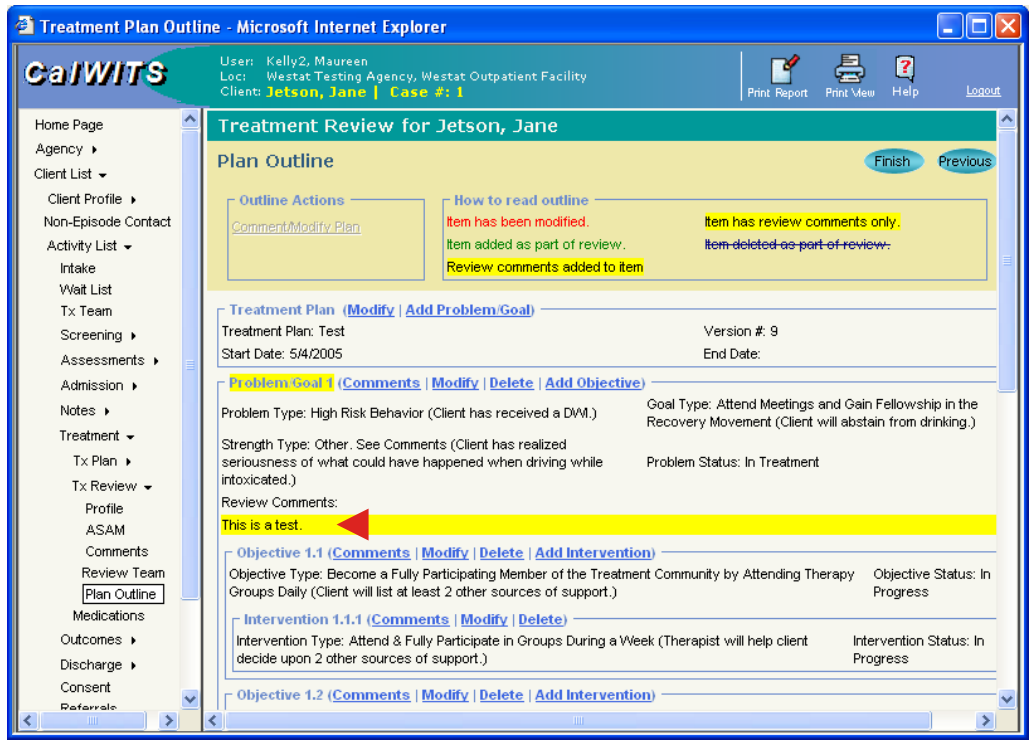

Problem/Goal 5 Comments | Modify | Add Objective | Undo Add)
Problem Type: Intoxication (test)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (test)
Strength Type: Alcohol Abuse Will Cause Allergy (test)
Problem Status: In Treatment

Treatment Review – Plan Outline

73. To add comments to an item in the Treatment Plan click the **Comments** hyperlink next to the appropriate item. This will take you to the Review Comments screen.

74. Enter your comments and click **Finish**. This will take you back to the **Outline** screen and you will see the comments you added highlighted in yellow. These comments are for the review and will not appear in the treatment plan.




Treatment Plan Outline - Microsoft Internet Explorer
CalWITS
User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client: Jetson, Jane | Case #: 1
Print Report
Print View
Help
Logout
Home Page
Agency
Client List
Client Profile
Non-Episode Contact
Activity List
Intake
Wait List
Tx Team
Screening
Assessments
Admission
Notes
Treatment
Tx Plan
Tx Review
Profile
ASAM
Comments
Review Team
Plan Outline
Medications
Outcomes
Discharge
Consent
Treatment Review for Jetson, Jane
Plan Outline
Finish
Previous
Outline Actions
Comment/Modify Plan
How to read outline
Item has been modified.
Item has review comments only.
Item added as part of review.
Item deleted as part of review.
Review comments added to item
Treatment Plan (Modify | Add Problem/Goal)
Treatment Plan: Test
Version #: 9
Start Date: 5/4/2005
End Date:
Problem/Goal 1 (Comments | Modify | Delete | Add Objective)
Problem Type: High Risk Behavior (Client has received a DWI.)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (Client will abstain from drinking.)
Strength Type: Other. See Comments (Client has realized seriousness of what could have happened when driving while intoxicated.)
Problem Status: In Treatment
Review Comments:
This is a test.
Objective 1.1 (Comments | Modify | Delete | Add Intervention)
Objective Type: Become a Fully Participating Member of the Treatment Community by Attending Therapy Groups Daily (Client will list at least 2 other sources of support.)
Objective Status: In Progress
Intervention 1.1.1 (Comments | Modify | Delete)
Intervention Type: Attend & Fully Participate in Groups During a Week (Therapist will help client decide upon 2 other sources of support.)
Intervention Status: In Progress
Objective 1.2 (Comments | Modify | Delete | Add Intervention)

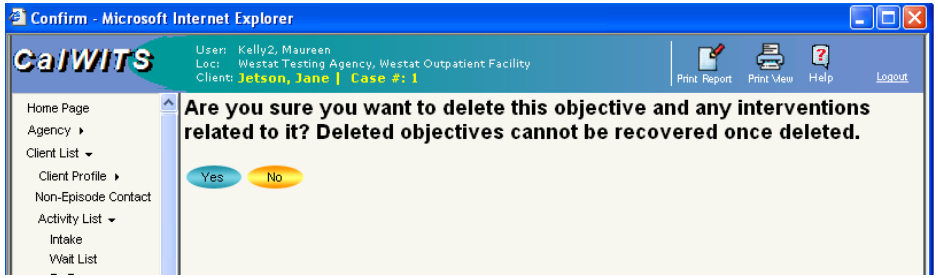
Treatment Review – Plan Outline

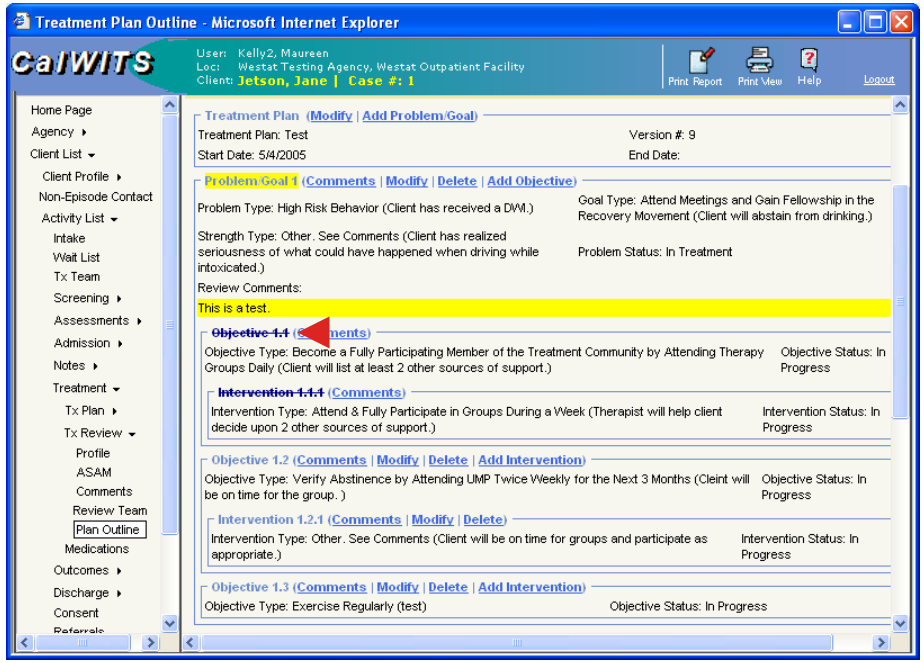
75. To delete a **Problem, Goal**, **Objective or Intervention** to the Treatment Plan click the **Delete** hyperlink next to the appropriate item.

76. You will receive a warning message asking if you are sure you want to delete the item.

77. If you click **Yes** you will be returned to the **Outline** screen and you will see the item you deleted in blue text with a line through it.

78. If you are done with making changes and comments to the Treatment Plan click **Finish** at the top of the screen. This will save all of your changes however it will not update the treatment plan. This will take you to the **Treatment Review List** screen.




Treatment Plan Outline - Microsoft Internet Explorer
CalWITS
User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client: Jetson, Jane | Case #: 1
Print Report
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Tx Team
Screening
Assessments
Admission
Notes
Treatment
Tx Plan
Tx Review
Profile
ASAM
Comments
Review Team
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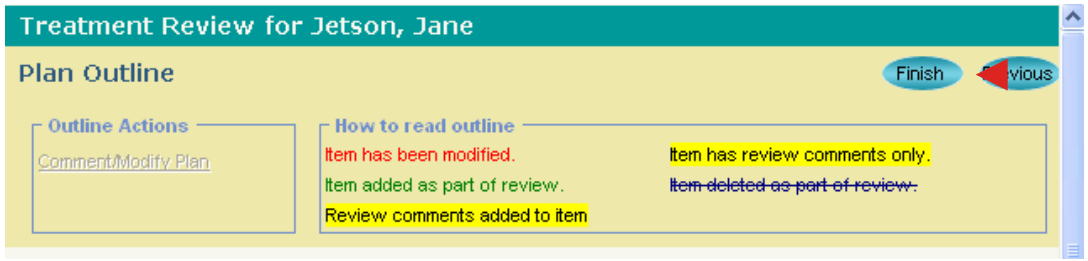
Start Date: 5/4/2005
End Date:
Problem/Goal 1 (Comments | Modify | Delete | Add Objective)
Problem Type: High Risk Behavior (Client has received a DWI.)
Goal Type: Attend Meetings and Gain Fellowship in the Recovery Movement (Client will abstain from drinking.)
Strength Type: Other. See Comments (Client has realized seriousness of what could have happened when driving while intoxicated.)
Problem Status: In Treatment
Review Comments:
This is a test.
Objective 1.1 (Comments)
Objective Type: Become a Fully Participating Member of the Treatment Community by Attending Therapy Groups Daily (Client will list at least 2 other sources of support.)
Objective Status: In Progress
Intervention 1.1.1 (Comments)
Intervention Type: Attend & Fully Participate in Groups During a Week (Therapist will help client decide upon 2 other sources of support.)
Intervention Status: In Progress
Objective 1.2 (Comments | Modify | Delete | Add Intervention)
Objective Type: Verify Abstinence by Attending UMP Twice Weekly for the Next 3 Months (Cleint will be on time for the group.)
Objective Status: In Progress
Intervention 1.2.1 (Comments | Modify | Delete)
Intervention Type: Other. See Comments (Client will be on time for groups and participate as appropriate.)
Intervention Status: In Progress
Objective 1.3 (Comments | Modify | Delete | Add Intervention)
Objective Type: Exercise Regularly (test)
Objective Status: In Progress

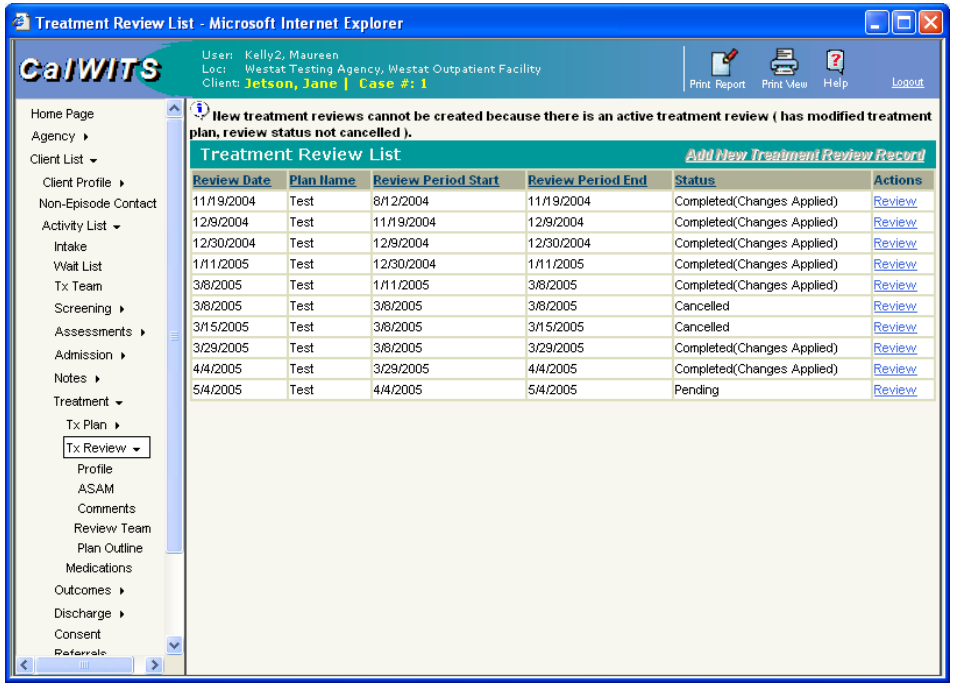


Treatment Review

79. The Treatment Review you entered will have a status of **Pending** until you apply the changes.

80. To apply the changes to the Treatment Plan from the treatment review click the **Review** hyperlink next to the appropriate Treatment Review.

81. This will take you to the **Treatment Review Profile** screen.


Treatment Review List - Microsoft Internet Explorer
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User: Kelly2, Maureen
Loc: Westat Testing Agency, Westat Outpatient Facility
Client: Jetson, Jane | Case #: 1
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Print View
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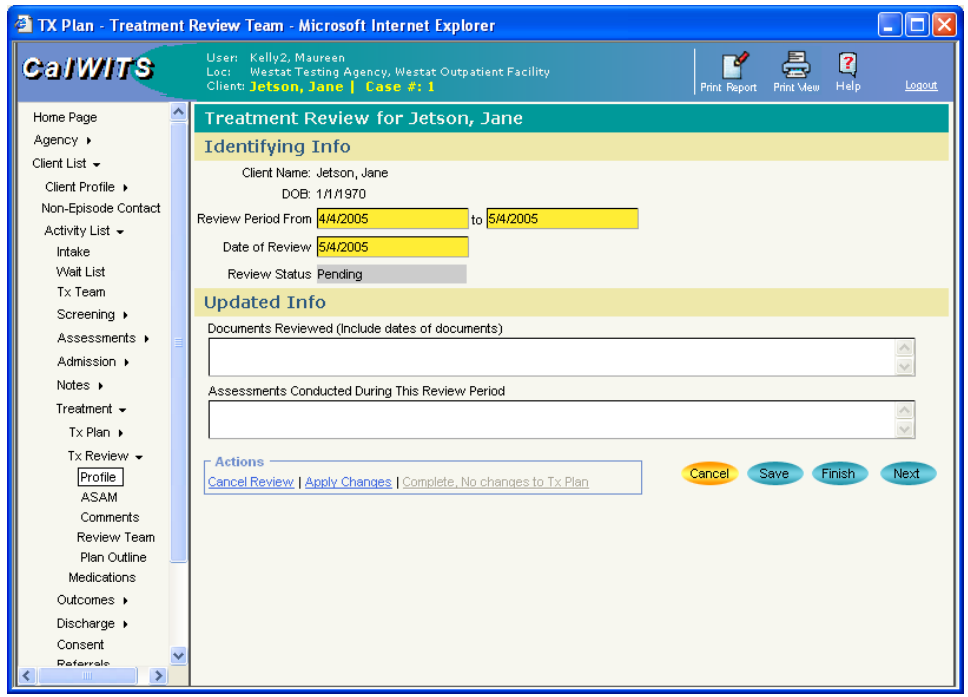
Screening
Assessments
Admission
Notes
Treatment
Tx Plan
Tx Review
Profile
ASAM
Comments
Review Team
Plan Outline
Medications
Outcomes
Discharge
Consent
New treatment reviews cannot be created because there is an active treatment review (has modified treatment plan, review status not cancelled).
Treatment Review List
Add New Treatment Review Record
Review Date | Plan Name | Review Period Start | Review Period End | Status | Actions
11/19/2004 | Test | 8/12/2004 | 11/19/2004 | Completed(Changes Applied) | Review
12/9/2004 | Test | 11/19/2004 | 12/9/2004 | Completed(Changes Applied) | Review
12/30/2004 | Test | 12/9/2004 | 12/30/2004 | Completed(Changes Applied) | Review
1/11/2005 | Test | 12/30/2004 | 1/11/2005 | Completed(Changes Applied) | Review
3/8/2005 | Test | 1/11/2005 | 3/8/2005 | Completed(Changes Applied) | Review
3/8/2005 | Test | 3/8/2005 | 3/8/2005 | Cancelled | Review
3/15/2005 | Test | 3/8/2005 | 3/15/2005 | Cancelled | Review
3/29/2005 | Test | 3/8/2005 | 3/29/2005 | Completed(Changes Applied) | Review
4/4/2005 | Test | 3/29/2005 | 4/4/2005 | Completed(Changes Applied) | Review
5/4/2005 | Test | 4/4/2005 | 5/4/2005 | Pending | Review



Treatment Review

82. To apply the changes to the Treatment Plan click the **Apply Changes** hyperlink.

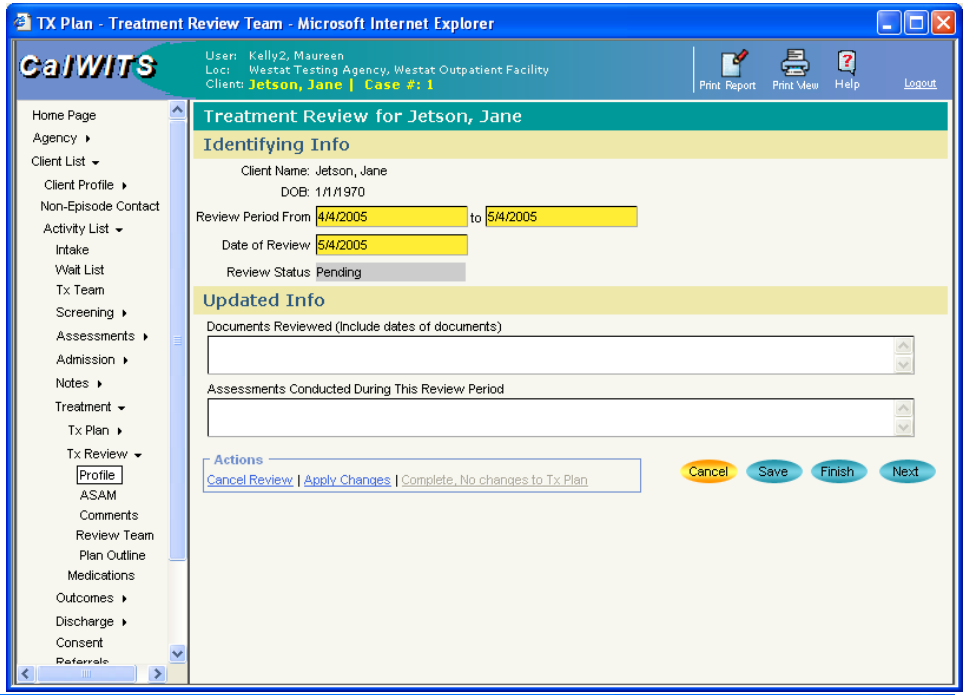
83. You will receive a warning message asking if you are sure you want to apply the changes.

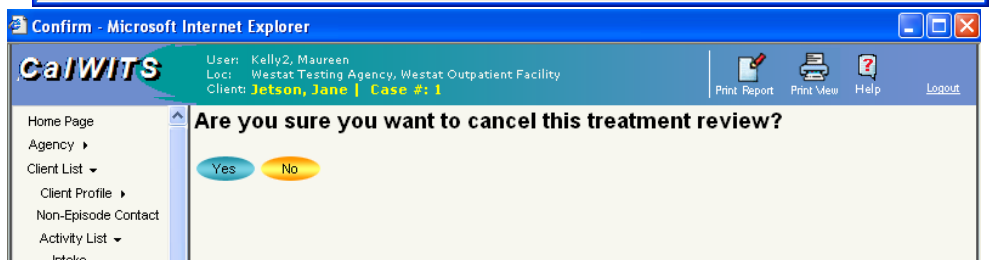
84. If you click yes, a new treatment plan will be created with the changes and the status of this Treatment Review will be **Completed (Changes Applied).**

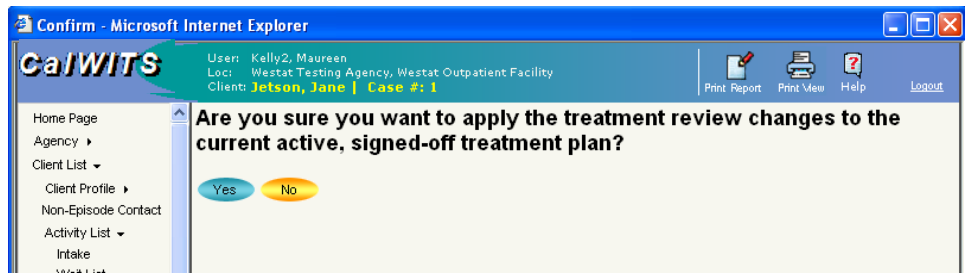
85. If you want to cancel the review, click the **Cancel Review** hyperlink.

86. You will receive a warning message asking if you are sure you want to cancel the review.

87. If you click yes, the status of this Treatment Review will be **Cancelled** and a new treatment plan will not be created based on this review.







Treatment

Medications

88. **Getting here**: Click on main menu item **Treatment** which expands to multiple menu items, one of which is **Medications.**

89. Clicking on **Medications** in the menu brings up the first screen which is divided into two parts. The top half is a list of medications that have been documented so far. It would be blank if nothing has been documented.

90. The lower half is where you can document the details of each medication which then gets saved at the top. Initially, this appears grayed out. Click on **Add New Medication.** This will make all the fields available for data entry.

91. Select the type of medication from the first drop-down next to **Medication** and then select the name of the medication from the second drop-down box for **Medication.**

92. Type the name of the physician and select appropriate item from other drop-down boxes.

93. Clicking on **Save** will save the information you just entered to the list at the top.

94. To add more medications to the list, click on **Add New Medication** link and follow the same steps.

95. Click on **Finish** when you have entered all the medications that the client is currently taking.

96. Discontinuing a medication can be done by clicking on **Review** next to that medication under **Actions.** This will bring the details of the medications to the lower half of the screen where you can make the changes and **Save.**